

IDAHO EDUCATOR CERTIFICATION RENEWAL APPLICATION

Application Packet Important Information

- This application is **ONLY** for those that are applying for a **renewal of a 5-year** renewable certificate. If you are applying for anything other than a renewal, please use the *Idaho Educator Certification Application*.
- Please check that you have included the items below, as the application will be returned to you if they are missing.
 - ☐ Correct Application Fee - \$75.00 check or money order payable to the State Department of Education or SDE
 - ☐ Completed attestations and signed last page of the application
- Transcripts – To expedite processing, please include transcripts with your application
 - Check the box for the method you are using to submit transcripts. If you are not including them in the application packet, please have them sent two weeks after you mail the application.
 - ☐ Included in this application packet – preferred method for expedited processing
 - ☐ Electronically sent directly from university/college to certification@sde.idaho.gov
 - ☐ Emailed from applicant to certification@sde.idaho.gov
 - ☐ Mailed separately
 - ☐ Delivered in person

For more detailed information please see our website at
<http://www.sde.idaho.gov/cert-psc/cert/apply/renewal.html>

List of Idaho State Endorsements

Standard Instructional Certificate

- Agriculture Science and Technology (6-12)
- All Subjects (K-8)
- American Government/Political Science (5-9 or 6-12)
- American Indian Language (K-12)
- Bilingual Education (K-12)
- Biological Science (5-9 or 6-12)
- Blended Early Childhood Education/Early Childhood Special Education (Birth-Grade 3)
- Blended Elementary Education/Elementary Special Education (Grade 4-Grade 6)
- Business Technology Education (6-12)
- Chemistry (5-9 or 6-12)
- Communication (5-9 or 6-12)
- Computer Science (5-9 or 6-12)
- Deaf/Hard of Hearing (K-12)
- Early Childhood Special Education (Pre-K-3)
- Earth and Space Science (5-9 or 6-12)
- Economics (5-9 or 6-12)
- Engineering (5-9 or 6-12)
- English (5-9 or 6-12)
- English as a Second Language (ESL) (K-12)
- Exceptional Child Generalist (K-8, 6-12, or K-12)
- Family and Consumer Sciences (6-12)
- Geography (5-9 or 6-12)
- Geology (5-9 or 6-12)
- Gifted and Talented (K-12)
- Health (5-9, 6-12, or K-12)
- History (5-9 or 6-12)
- Humanities (5-9 or 6-12)
- Journalism (5-9 or 6-12)
- Junior ROTC (6-12)
- Literacy (K-12)
- Marketing Technology Education (6-12)
- Mathematics – Basic (5-9 or 6-12)
- Mathematics (5-9 or 6-12)
- Mathematics Consulting Teacher
- Music (5-9, 6-12, or K-12)
- Natural Science (5-9 or 6-12)
- Online-Teacher (Pre-K-12)
- Physical Education (PE) (5-9, 6-12, or K-12)
- Physical Science (5-9 or 6-12)
- Physics (5-9 or 6-12)
- Psychology (5-9 or 6-12)
- Social Studies (5-9 or 6-12)
- Sociology (5-9 or 6-12)
- Sociology/Anthropology (5-9 or 6-12)
- Special Education Consulting Teacher
- Teacher Librarian (K-12)
- Technology Education (6-12)
- Theater Arts (5-9 or 6-12)
- Visual Arts (5-9, 6-12, or K-12)
- Visual Impairment (K-12)
- World Language (5-9, 6-12, or K-12) (*Arabic, Chinese, Czech, French, German, Greek, Hebrew, Italian, Japanese, Korean, Latin, Persian, Portuguese, Russian, Slovak, Spanish, etc.*)

Pupil Service Staff Certificate

- Audiology
- Occupational Therapist
- Physical Therapist
- School Counselor (K-12)
- School Counselor – Basic (K-12)
- School Nurse
- School Psychologist
- School Social Worker
- Speech-Language Pathologist

Administrator Certificate

- Director of Special Education (Pre-K-12)
- School Principal (Pre-K-12)
- Superintendent (Pre-K-12)

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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Recent Credits	Admin	MTI	Date Received	Check #	Date Entered	Printed
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Section I: Personal Information	
Full Legal Name	Birth Date
Maiden/Other Name	<input type="checkbox"/> Male <input type="checkbox"/> Female
Email Address	
Street or PO Box #	
City, State, Zip Code	Phone #

Section II: Endorsements If adding new endorsement(s), please list the endorsement(s) here and include transcripts and any other forms to support the endorsements. Please refer to the List of Idaho State Endorsements on page 2. Note: If no changes to a current certificate are being requested, please write "SAME" next to Endorsement #1.			
Endorsement # 1		Endorsement # 5	
Endorsement # 2		Endorsement # 6	
Endorsement # 3		Endorsement # 7	
Endorsement # 4		Endorsement # 8	

Section III: Professional Development – Six (6) Semester Credits Renewal applicant must have earned at least six (6) semester credits during the validity period of the credential. At least three (3) of these credits must be transcribed. Up to three (3) semester credits may be earned by Idaho district-approved in-service signed off on a B-7 Verification of Equivalent In-service Form. List only educational institutions where these credits were earned.				
	Name of Course	College/University Name	Credits Earned	Date Completed
a.				
b.				
c.				
d.				
e.				
f.				

Section IV: Renewal Requirements

The MTI/TMT class is required at renewal if you are working in an Idaho public school AND:

- hold an All Subjects K-8 endorsement and are teaching in a multiple-subject K-6 classroom; or
- hold an Exceptional Child Generalist K-12 endorsement and are teaching special education; or
- hold a Blended EC/ECSE endorsement and are teaching grades K-3; or
- teaching math at any level (including Title I)

➤ Do you anticipate having a signed contract with an Idaho K-12 public school for the upcoming school year? ☐ Yes ☐ No

➤ To the best of your knowledge, what will your assignment be? Please be specific (e.g., 6th grade English, Elementary Principal, etc.).

➤ Have you completed the Mathematical Thinking for Instruction (MTI)/Teaching Mathematical Thinking (TMT) course? Please submit verification of course completion with this application packet. ☐ Yes ☐ Not required for renewal

Applicants renewing Administrator Certificates (Director of Special Education, School Principal, or Superintendent) are required to complete a State Board of Education approved three (3) credit course on teacher evaluation based on the statewide framework. For a list of approved courses, please visit: <https://boardofed.idaho.gov/k-12-education/educator-effectiveness/administrator-recertification-renewal-requirement/>.

➤ Have you completed the Administrator Certificate Renewal Requirement? Please submit verification of course completion with application packet. ☐ Yes ☐ Not required – I do not hold an administrator certificate.

Section V: Licensing History You must answer “yes” to each question that applies to you, even if you have already answered “yes” on a previous application.

IMPORTANT: Discrepancies in this section will result in denial of educator license/certificate.

1. Have you ever had an educator or teacher license/certificate denied by any professional licensing authority?

☐ Yes ☐ No

2. Have you ever had disciplinary action taken against a professional license/certificate? Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.

☐ Yes ☐ No

3. Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority?

☐ Yes ☐ No

4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?

☐ Yes ☐ No

All applicants answering yes – Include a detailed written explanation for each question marked yes. You do not need to re-submit a written explanation if you have previously provided one.

Section VI: Legal History As part of the application process, the State Department of Education may conduct a background investigation check, which involves a review of criminal history such as arrests and misdemeanor or felony convictions.

By signing this application I acknowledge that I may be required to provide additional information, such as court records.

- **Felonies** - In order to expedite your application, please include a detailed written explanation of each felony criminal issue and a copy of the judgment of conviction for any felony conviction.
 - Please obtain court records from the court house.
 - A printout from the State Judiciary repository will NOT be accepted as relevant court documents.

Note: If you have provided these documents with a previous application, you do not need to re-submit them.

- **Misdemeanors** – There is no need to submit documentation with your application for misdemeanor arrest and/or convictions. We will contact you if we need any information.

IMPORTANT – Failure to respond to a request for information will result in your application not being approved.

Section VII: Attestations and Signature

- ☐ I attest and affirm that I have read the *Code of Ethics for Idaho Professional Educators* (for a copy, go to <http://sde.idaho.gov/cert-psc/psc/ethics.html>).
- ☐ I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.
- ☐ I understand that it is a violation of the *Code of Ethics for Idaho Professional Educators* to make any false statement(s) on this application or required documents. Disciplinary action, which may include revocation, suspension, denial, letter of reprimand, or conditions, may be imposed under Section 33-1208, Idaho Code.

Signature of Applicant:

Date:

Return form, transcripts, and fee(s) in one packet to:

**State Department of Education
ATTN: Teacher Certification
P.O. Box 83720
Boise, ID 83720-0027**

You will be mailed two copies of your certificate upon application approval.